

## **BLOOMFIELD TOWN COUNCIL**

### **ADMINISTRATION & EDUCATION SUBCOMMITTEE**

There was a regular meeting of the above referenced subcommittees held on Monday, December 7, 2015 at 6:30 p.m. in Conference Room #5, Bloomfield Town Hall, 800 Bloomfield Avenue, Bloomfield, CT.

Committee members present were: Mayor Schulman, Deputy Mayor Gamble, Councilors Rivers, Hypolite and DeLorenzo

Also present were: Philip K. Schenck, Town Manager, Sharron Howe, Assistant to the Town Manager and India Rodgers, Clerk of Council

The meeting was called to order at 6:35p.m.

#### **Town Manager's Goals FY 15/16 – Status Report**

Mr. Philip K. Schenck, Jr., Town Manager gave a status update regarding his goals set for August 1, 2015 – July 31, 2016.

#### **Communications**

The Town Newsletter has been completed for Fall 2015. The Annual Town Report has been completed as well and will be sent to the printer for distribution town-wide mailing.

BATV will have a taping scheduled with Mayor Joan Gamble and the Town Manager in the first week of December, focusing on overall goals for the town.

The Information Technology Division is in the process of working with department heads to incorporate changes for the town website. In addition, the Town Manager suggested a universal sign up for residents to access meeting agendas and special announcements.

There have been numerous town department outreach activities such as the Festival of Lights, West Indian Celebration, Back to School Fun Fair and Celebrate Bloomfield.

#### **Major Capital Projects**

Filley Park groundbreaking began with the construction of Phase I. This phase should be completed by Spring 2016. Mr. Jonathan Thiesse, Town Engineer is currently working on Phase II of this project, which includes dam removal and dredging of the pond.

The Granby Street pavement rehabilitation/drainage project is scheduled to be completed by July 1, 2016, subject to final approval by the state and CRCOG funding.

The northern section of Woodland Avenue will be repaved with state grant funds with the assistance of CRCOG.

The Town Council appointed a building committee for possible renovation and/or expansion of Prosser Library. This committee had their first meeting on November 30, 2015. The next scheduled meeting will be held on December 28, 2015.

The Public Works Garage assessment plan has been completed with updated scope and cost estimates. The Town Manager will recommend the inclusion of \$1.3M in the capital improvement budget to repair the refueling point, due to DEEP violations.

An RFP was issued for 330 Park Avenue for the selection of an architectural/engineering firm to review and evaluate the physical structure and programmatic needs of the existing building versus a new structure.

Fuss & O'Neil have been hired to perform the engineering work to design and construct the sidewalk on Mountain Avenue. This project has an estimated date of completion by July 31, 2016.

The East Coast Greenway has an agreement for the Ride a Way by the end of January 2016. The State Department of Transportation states that borings are not suitable for this project. They estimate that \$1,000,000 is needed in modifications, \$800,000 from the state and town commitment of \$200,000 as requested.

The Mountain Avenue bridge project design, bidding and contract selection for replacement is subject to state funding.

Fuss & O'Neil have been retained for the Blue Hills Avenue Streetscape project. State Representative David Baram requested financial assistance of \$500,000 from the State Bond Commission. The next meeting will be held in January 2016.

### Economic Development

Goman & York and the Town Manager continue with the Business Visitation Program, visiting Burkin and potential users from Niagara Bottling Company.

A list of available properties has been distributed to the Council for review.

The TPZ application has been submitted for the Bloomfield Apartments. This is the final step before the official groundbreaking in the Spring. A meeting will be held on 12/17/15 to discuss new changes for 215 units and parking canopies.

A shared parking proposal with pedestrian routes was presented on the TPZ agenda as well. A letter was also received from CEEC to make energy conservation issues a regulatory requirement to possibly change TPZ regulations.

There have been no communications from the new West Coast development regarding Wintonbury Mall. They have proposed a 150 sq. ft. sign to be placed on the property.

On December 14, 2015, the Business Association met to discuss their new town center logo.

On November 24, 2015, Mr. Schenck, Jr. met with the State of Connecticut – Department of Transportation to discuss re-routing concerns at Tunxis & Park Avenues. They are interested in installing roundabouts at Wintonbury and Tunxis Avenues to support statistics regarding reductions in traffic accidents.

Goman & York will continue to work on the Business Energy Savings program to revisit marketing strategies to businesses with Eversource and other community partners.

### Financial Management

Mr. William Hogan, Director of Finance will continue to work on qualifications for the annual budget award with Government Finance Officers Association (GFOA) in July 2016. He will also prepare various debt level scenarios and credit criteria in anticipation of referendums on capital projects. Mr. Hogan will also evaluate quarterly Capital Project management meetings with department heads.

### Personnel Management

Human Resources will continue their efforts to update the employee handbook and summary pension plan documentation. The town recently hired HRC Consulting to monitor the Affirmative action plan. A presentation by HRC will be made on January 4, 2016 at the next Administration & Education subcommittee meeting.

The Bloomfield Police Department recently hired their first police cadet, Ms. Tiffany Allison.

The negotiations of new union contracts with the three collective bargaining units will begin in January – July 2016.

The town will continue to emphasize wellness programs to reduce employee sick time usage.

### Facilities Management

Mr. Dave Melesko and Mrs. Yvette Huyghue-Pannell will continue to work on the Facilities Use Policy at 330 Park Avenue.

In January 2016 the town will begin to receive an energy savings report from Ameresco detailing cost savings.

Infrastructure – BETA sidewalk analysis, investigating shade tree management program

LaSalette House – the town received a grant to look at the barns and evaluate inventory.

Councilor Hypolite requested a facilitator to focus on strategic planning for the town for the upcoming Council Retreat scheduled for January 30, 2015.

Councilor DeLorenzo inquired about updates on the streetscape for Filley Park.

The next scheduled subcommittee meeting will be held on January 4, 2015 at 6:30 p.m. The committee will have a presentation on wayfinding signage and Council Retreat.

### Adjournment

**It was moved by Councilor DeLorenzo, seconded by Councilor Hypolite and voted unanimously to adjourn the meeting at 7:25 p.m.**